

Position vacancy

Security Investigator (Osaka)

The U.S. Consulate in Osaka is seeking a Security Investigator in the Regional Security Office. This position is being advertised pending funding availability.

OPEN TO: All Interested Parties
POSITION: Security Investigator (#A56103)
OPENING DATE: December 30, 2009
CLOSING DATE: January 31, 2010
WORK HOURS: Full Time 40 hours/week (including holiday and night shifts)
SALARY: * Ordinarily Resident (OR): FSN-7 ¥6,650,137 p.a.
** Not-Ordinarily Resident (NOR): FP-7

PLEASE NOTE:

1. Candidates must be available to work shifts, including weekends, holidays, and nights.
2. Salary may vary depending on the qualifications of the successful candidate.
3. U.S. taxes will be deducted for U.S. citizens & U.S. legal permanent residents (green card holders).

BASIC FUNCTION OF POSITION:

Works directly for the Regional Security Officer (RSO) in conducting background and sensitive investigations, establishing and maintaining close liaison with Japanese government officials, and supporting RSO programs. Will also provide translation/interpretation as required by the RSO.

QUALIFICATIONS REQUIRED:

1. Education: Some university education.
2. Prior Work Experience: A minimum of five years of progressive experience in the investigation fields.
3. Language Proficiency: Level IV* (Fluent) English and Japanese.
4. Knowledge: The incumbent should have a high level working knowledge of security and investigations sections of the State Department Foreign Affairs Manual, know host government laws related to intelligence, counter-intelligence, general personnel and building security issues. The incumbent should be able to conduct a proper investigation.
5. Skills and Abilities: The incumbent needs to draft reports in precise English and should be proficient in Excel and Word. Incumbent will maintain extensive contacts with officials; should be able to prepare and track goals and work schedules; ensure internal policy is modified to match ever-changing security and intelligence trends.

* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

TO APPLY:

Interested applicants for this position **must** submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *OR*
2. A current resume or curriculum vitae that provides the same information as OF-612; *PLUS*
3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application.
4. Ordinarily resident applicants **must** submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation such as language test scores, certificates, copies of degrees earned or school/college transcripts that support candidates claims of education, language or special skills level stated in SF-171, or OF-612, or resume.
6. Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

SUBMIT APPLICATION TO:

Minako Morimoto
Human Resources Office
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420
Or by fax: 03-3224-5818
Or by email: tokyorecruitment@state.gov

Please note that the U.S. Government cannot guarantee the integrity, security, or privacy of information transmitted.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are USEFMs and EFMs of Foreign Service, Civil Service, or Uniformed Service members who are eligible for employment under a U.S. Government pay plan, on the travel orders and under Chief of Mission authority; or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): A USEFM is i) a U.S. citizen; ii) a spouse, same sex partner or dependent who is at least age 18; iii) listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; and iv) residing at post with the sponsoring employee.
4. Member of Household (MOH): An MOH is a person who: 1) is accompanying, but is not listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; 2) has been declared by the sponsoring employee to the COM as part of his/her household; and 3) resides at post with the sponsoring employee.

CLOSING DATE: January 31, 2010